

Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
City of Bayawan
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL, ON AUGUST 16, 2016 AT 2:00 PM AT THE SP SESSION HALL.

RECORD OF ATTENDANCE

HON. ISMAEL P. MARTINEZ	(Vice Mayor and Presiding Officer)	Present
HON. PETER PAUL F. RENACIA		Present
HON. HENRY E. CARREON, JR.		Present
HON. ERNESTO T. TIJING		Present
HON. MARK FIDENCIO L. AURELIA		Present
HON. JONAS M. TRIAS		Present
HON. SHARLOU F. JAMIN		Present
HON. NARCISO N. CASIPONG		Present
HON. NICO ANGELO L. LIM ¹		Present
HON. MERLITA R. GAUDIEL ²		Present
HON. DANILO G. LAMIS		Present
HON. WARLITO C. MAGDASAL	LNMB President	Present

RESOLUTION NO. 460

“WHEREAS, the Honorable Mayor Pryde Henry A. Teves, in his letter dated July 4, 2016 has requested the Sangguniang Panlungsod to abolish certain vacant positions under the different offices of the Local Government Unit of Bayawan City and to create Four Permanent and Two Co-Terminus Positions in lieu of the abolished positions in order to fulfill the service requirement of the concerned offices;

“WHEREAS, the Committee on Personnel, Good Government and Ethics in its Committee Report dated July 29, 2016 has recommended for the approval of the request of the Honorable Mayor and to enact and Ordinance abolishing the said positions and to create the requested new positions in order to address the service requirements of the concerned offices;

“WHEREAS, similarly, The Honorable Mayor Pryde Henry A. Teves in its letter dated August 9, 2016 has certified the urgency creating such positions in order to fulfill the service requirements of the concerned offices;

“WHEREFORE, on motion of Honorable Councilor Trias and duly seconded by Honorable Councilor Casipong, the Council

“RESOLVED, To enact, as it hereby enacts the following ordinance, to wit:

ORDINANCE NO. 41

AN ORDINANCE ABOLISHING CERTAIN POSITIONS UNDER THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF BAYAWAN CITY AND TO CREATE FOUR PERMANENT AND TWO CO-TERMINUS POSITIONS IN LIEU OF THE ABOLISHED POSITIONS.

Section 1. There is hereby abolished the following positions under different offices of the Local Government Unit of Bayawan, to wit:

Office of the City Mayor

Administrative Officer V (Item No. OM 10.1) – SG 18

Administrative Officer V (Item No. OM 10.2) – SG 18

Bayawan National High School

Teacher I (Item No. 2.3) – SG 11
Teacher I (Item No. 2.4) – SG 11
Teacher I (Item No. 2.7) – SG 11
Teacher I (Item No. 2.9) – SG 11

City Planning & Development Office

Economist IV (Item No. CPDO-9) – SG 22

City Cooperative & Manpower Development Office

City Government Asst. Department Head I (Item No. CCMD-2) – SG 23

and to create the following positions in lieu of the abolished positions, to wit:

Office of the City Mayor

Executive Assistant II (Item No. OM-2.1) (Co-terminus) – SG 17

Office of the City Vice Mayor

Private Secretary I (Item No. OVM-3) (Co-terminus) – SG 11

Office of the City Administrator

Public Relations Officer IV (Item No. ADM-10) (Permanent) – SG 22

City Planning & Development Office

Development Management Officer II (Item No. CPDO 9.1) (Permanent) – SG 15
Architect III (Item No. CPDO – 9.2) (Permanent) – SG 19

City Cooperative & Manpower Development Office

Supervising Cooperative and Manpower Development Officer (Item No. CCMD-2) (Permanent) – SG 22

Section 2. Duties and Responsibilities.

The following are the Duties and Responsibilities of the positions to be created:

EXECUTIVE ASSISTANT II
(OFFICE OF THE CITY MAYOR)

- 40% Does liaison works and coordination among national agencies and its officials with the Local Chief Executive
- 30% Updates the Local Chief Executive on the status of requests, budget proposals and projects status with national agencies
- 20% Facilitates the submission of programs and projects applied to local and foreign-funding agencies
- 10% Does other tasks as may be assigned by superior.

PRIVATE SECRETARY I
(OFFICE OF THE CITY VICE MAYOR)

- 40% Manages the schedules, appointments and travel itineraries of the City Vice Mayor
- 30% Institutes coordination among city councilors and barangay officials' regular legislation concerns, including updates on resolutions and ordinances
- 20% Keep records on in-coming communication/correspondence and refers the same to the rightful authority for proper action
- 10% Does other tasks as may be assigned by the superior

PUBLIC RELATIONS OFFICER IV
(OFFICE OF THE CITY ADMINISTRATOR)

- 30% Plans, develops and implements PR strategies that promote high standard of service excellence
- 30% Supervises the implementation of Anti Red Tape Act and other local initiatives related to the Public Service Excellence Program
- 20% Monitors and ensures the compliance of employees with the programs related to Public Service Excellence Program
- 10% Liaise with colleagues the results of external/internal clients' surveys to intensify feedback mechanism related to Learning & Development Program and Rewards & Recognition of HR Systems
- 10% Does other tasks as may be assigned by superior.

DEVELOPMENT MANAGEMENT OFFICER II
(CITY PLANNING & DEVELOPMENT OFFICE)

- 30% Assist supervisor in developing project proposals for funding agencies and other potential donor institutions
- 30% Assist supervisor in the conduct of review and feasibility study of project proposals
- 30% Assist supervisor in the conduct of regular monitoring and evaluation of various programs and projects.
- 10% Does other tasks as may be assigned by superior

ARCHITECT III
(CITY PLANNING & DEVELOPMENT OFFICE)

- 80% Prepare detailed drawings, design and specifications of proposed infrastructure projects, including quality of materials for procurement purposes.
- 20% Does other tasks as may be assigned by superior

SUPERVISING COOPERATIVE & MANPOWER DEVELOPMENT OFFICER
(CITY COOPERATIVE & MANPOWER DEVELOPMENT OFFICE)

- 20% Assist the City Cooperative and Manpower Development Officer in directing, supervising, and coordinating the operations and activities of the Department.
- 20% Recommends to the Department Head systems and procedures to ensure efficient and effective cooperative and manpower development programs and projects implementation.
- 20% Assist to strengthen the project supported community organizations (Cos) as center for rural entrepreneurship, making high potential Cos graduate into cooperatives or micro finance institution.
- 20% Assist the department Head in directing, supervising and coordinating the operations of the Bayawan City Technology and Livelihood Development (BCTLDC), and the conduct of various skills training.

10% Coordinate the preparation of periodic reports.

10% Perform other functions


SECTION 3. This ordinance shall take effect after compliance with the provision of R.A. 7160, the LGC of 1991.

“Enacted.”

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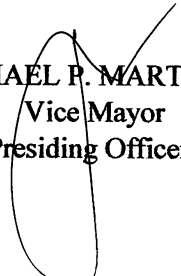
I hereby certify to the correctness of the foregoing resolution.

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JULIUS T. ESPARTERO
Secretary to the Sangguniang Panlungsod

ATTESTED:

DATE APPROVED: SEP 05 2016


ISMAEL P. MARTINEZ
Vice Mayor
Presiding Officer


PRYDE HENRY A. TEVES
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City
- The Honorable Mayor Pryde Henry A. Teves, this city
- The Human Resource Management Officer, this city